



# Cowick & Snaithe Internal Drainage Board

## Minutes of the Full Board Meeting held on 26<sup>th</sup> January 2021 via Zoom

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### PRESENT:

Ratepayer Members: Mr E Bayston (VC) Mr T Bayston Mr W Bayston Mr P Cooper (C) Mr R Kealey  
Mr R Thompson Mr A Wood Mr I Wood Mr S Wood Mr S Wright

Appointed Members: Cllr. D Bromley Cllr. C Emsen Cllr L Sargeantson Mrs V Whiteley

Co-opted Members:

Members Present:

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### APOLOGIES:

Ratepayer Members:

Appointed Members: Cllr. C Fox Cllr. A Handley

Co-opted Members:

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### ABSENT:

Ratepayer Members:

Appointed Members: Cllr. S Jones Cllr. R Spencer

Co-Opted Members:

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### IN ATTENDANCE:

Officers: Mr McLachlan – Chief Executive  
Mr Towse – Operational & Technical Manager  
Mrs O’Driscoll – Board Secretary (Minutes)

Others:

Andrew McLachlan  
Chief Executive Officer and Clerk to the Board  
91 Bridgegate  
Howden  
East Riding of Yorkshire  
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## **550. Order of Meeting**

- 550.1. The CEO explained that as this meeting was the Annual General Meeting and with the consent of the Board, he shall chair the first part of the meeting until the Chair is installed.
- 550.2. Following appointments normal business shall commence.
- 550.3. The CEO reported a typing error in the supplementary Board papers, the recommendation at item 17.9 should read 9.1p£ and not 9.3p£.

## **551. Welcome, Introductions & Apologies**

- 551.1. The CEO welcomed Board Members and officers, noting apologies from Cllr Fox.
- 551.2. The CEO welcomed new Board Member Mr D Bromley to the meeting.

## **552. Declarations of Interest**

- 552.1. A declaration of interest was given by Mr I Wood as the Boards Pump Attendant.

## **553. Health and Safety**

- 553.1. No Health and Safety matters were raised.

## **554. Additional Agenda Items**

- 554.1. Mr I Wood made a request for the Board to hold extra meetings each year and asked that minutes be published earlier.
- 554.2. The CEO explained that on top of the individual Board Meetings, there are two consortium meetings held each year.
- 554.3. He continued that on advice from the auditor minutes are to remain as draft until they have been approved at the Board Meeting and should be sent out at the time of the meeting papers.

## **555. Election of Chair**

- 555.1. The CEO set out the procedure for the election of the Chair.
- 555.2. Nominations were invited by the CEO, for the role of Chair and nominations were given for Mr Paul Cooper to be elected. This was not contested; no further nominations were made.
- 555.3. It was PROPOSED by Mr W Bayston and SECONDED by Mr S Wood and UNANIMOUSLY RESOLVED that Mr P Cooper be elected as Chair of the Board.

**556. Appointment of Chair**

556.1. Mr P Cooper was duly elected as Chair.

556.2. Mr W Bayston commented that the Chair along with the Vice Chair and staff deserve recognition for the time that they had put into recent flooding events.

**557. Election of Vice Chair**

557.1. The CEO set out the procedure for the election of the Vice Chair.

557.2. Nominations were invited by the CEO for the role of Vice Chair and nominations were given for Mr Edward Bayston to be elected. This was not contested; no further nominations were made.

557.3. It was PROPOSED by Mr W Bayston and SECONDED by Mr A Wood and UNANIMOUSLY RESOLVED that Mr E Bayston be elected as Vice Chair of the Board.

**558. Appointment of Vice Chair**

558.1. Mr E Bayston was duly elected as Vice Chair.

**559. Minutes of the previous Full Board Meeting**

559.1. The CEO clarified that with regards to minutes 544.6 watercourses are in riparian ownership, but that the Board has authority to maintain arterial watercourses.

559.2. Mr A Wood asked for a correction to be noted on minute 545.19, stating he had not abstained from the voting but had voted against.

559.3. It was PROPOSED by Mr W Bayston and SECONDED by Mr S Wood and UNANIMOUSLY RESOLVED that subject to the above correction the Board approves these minutes as a true record.

**560. Matters Arising**

560.1. The CEO updated Board Members on matters arising:

560.2. 521.5 – The OTM updated that that this matter is now resolved, the piling will need to be replaced.

560.3. 529.5 – The Chair reported that a lot of work needs to be done to the Carr Drain which should be carried out by the Canal and River Trust.

560.4. 529.6 – The OTM updated that he hopes to meet with Colwills next week, regarding this matter.

560.5. 529.7 – The OTM advised that this matter has now been resolved.

- 560.6. 541.2 - The OTM reported the billing issue at Newbridge PS had now been resolved.
- 560.7. 544.3 – Resolved. The CEO has emailed the Maintenance map to Mr T Bayston.
- 560.8. 545.9 - The Flood Alleviation Programme is ongoing.
- 560.9. 549.4 – The CEO reported that there should not be a problem inviting Andrew Percy to attend site visit as he seems keen to attend and be involved.
- 560.10. There were no further matters arising.

#### **561. Minutes of ADOC Consortium Meeting**

- 561.1. The CEO drew members attention to the ADOC meeting minutes for noting, found in Appendix B of the meeting papers and ADOC gave a brief overview.
- 561.2. He reported that £353K of had been secured to fully fund telemetry across all Boards in the consortium.
- 561.3. The CEO informed that he has met with the Highways agency to bring other Boards in line with Cowick and Snaith’s more favourable recharge arrangement, adding that there will be no disbenefit to Cowick and Snaith.
- 561.4. Regarding minute 48.1 the CEO explained that the meeting had been held with the Canal and River Trust a plan and grid ref had been emailed, making them aware running water could be heard from the canal. Unfortunately, the breach occurred a few weeks later before they had investigated it.

#### **562. Financial Position**

- 562.1. The CEO reported that most of the costs arising from the lower Aire flooding event which occurred in February had now been met by the Environment Agency. However, some of the costs were not covered, meaning some cost will have to be met by the Board.
- 562.2. The CEO informed that the costs encountered by the Board for the Canal breach, had yet to be recovered from the Canal and River Trust. Although in the long term it is anticipated all costs will be met.
- 562.3. He added that the Board is on target to come in under budget this year but is cautious in predicting the outturn at Year End given the ongoing situation with the recent canal failure.

#### **563. Invoices Paid and Accounts Settled to Q3**

- 563.1. The CEO drew members attention to the full accounts to the end of Q3, in Appendix C of the meeting papers.
- 563.2. Mr I Wood asked for all Woldmarsh invoices to be explained in future.

- 563.3. The CEO will take this forward for the next meetings, this was done for previous meetings however, a new member of staff had taken over the role and had not been informed that Northern Power have different names for pumping stations. **ACTION CEO**
- 563.4. Mr T Bayston queried if the Towergate gave a group discount across the consortium, The CEO advised that the prices are for the individual Boards but by using a single broker for all Boards there this gave much better opportunities to seek better value.
- 563.5. The CEO went on to say that he had met with the regional director of Canal and River Trust, who has verbally agreed to cover the electric costs of Newbridge and Finley's Lane pump stations. He added that these will be monthly costs as the situation is ongoing.
- 563.6. Mr I Wood asked if the Board could recharge the CRT for water coming from the canal through the open penstock at the back of the PS.
- 563.7. The OTM advised this would not be possible as it would be difficult to quantify the amount to recharge and costs would be minimal.
- 563.8. Mr S Wood asked if the Board would receive maintenance costs back from CRT.
- 563.9. The CEO stated that it had been made clear there will be refurb costs of the pumps and indicated costs of slips over the coming months because of the breach will be recharged.
- 563.10. It was PROPOSED by Mr T Bayston and SECONDED by Mr S Wood and UNANIMOUSLY RESOLVED that the Board approves the invoices paid and accounts settled totalling £94,622.51 (net) as a true record.

#### **564. Internal Audit**

- 564.1. The CEO reported that the internal audit for the year ended 31 March 2020 had been completed and no matters were raised to give cause for concern.

#### **565. Conclusion of Annual Audit 2019/20**

- 565.1. The Board's External Auditors PKF Littlejohn completed their annual audit of the Board and no matters were raised to give cause for concern.

#### **566. Budget & Rate Setting**

- 566.1. The CEO asked Board Members to note correction to the recommendation in item 17.9, which should show 9.1p opposed to 9.3p.
- 566.2. He explained that the increase of 2% was in line with inflation. Adding that although the Boards reserves are currently healthy, failure of a single asset could see these wiped out.
- 566.3. He went on to explain how the rate is calculated and brought up an electronic copy of the proposed budget, also found on page 7 of the supplementary minute papers.

- 566.4. He advised increasing the rate to 9.1p in the £, giving a yearly income of just over £104,478.
- 566.5. He explained in detail each line of the proposed budget.
- 566.6. Mr Cooper queried if a commuted sum had been agreed from the 3 building developments in the Boards area.
- 566.7. The OTM explained that no agreement for a commuted sum can be found. He added that as planning regulations now require the runoff to come in at less than agricultural runoff, the Board is not taking any further runoff as it is being attenuated.
- 566.8. Discussions ensued around runoff rates.
- 566.9. It was PROPOSED by Mr E Bayston and SECONDED by Mr R Thompson and UNANIMOUSLY RESOLVED that BOTH the proposed budget for 2021/22 is set at £109,478 and to meet the approved budget the rate is set at 9.1p£.

**567. Register of Members' Interests**

- 567.1. The CEO explained that there has been the addition of a personal information box to the form. He added that electronic forms will show members email addresses to the other Board members.
- 567.2. He asked if Board members have a problem with others on the Board being able to see their email address.
- 567.3. There were no objections from Board Members.
- 567.4. On behalf of the Bd Sec, EO raised that we do not have returned forms for Mr Robert Kealey or Mrs Vicky Whiteley advising that if they have lost the forms, they can be emailed or sent via post.
- 567.5. Both Mrs V Whiteley and Mr R Kealey are to return these.

**568. Capital Programme**

- 568.1. The CEO verbally updated Board Members.
- 568.2. He informed that over the next 12 months Feasibility studies will be carried out to look at funding required for pump stations. This will allow business cases to be put together over the next 5 years.
- 568.3. He added that a full time Project Manager had now been appointed by the YHDB.
- 568.4. The CEO explained that the telemetry for which funding has been granted, will be useful to study and monitor Lord Downes PS on the washlands.
- 568.5. He reported that the pumps at Newbridge PS are to be looked at and new seals fitted.

- 568.6. The OTM reported that Finley PS will need to be checked as this had been under water from the canal breach. He added that this pump station was usually funded by the Highways Agency but because of this some funding will be requested from the CRT.
- 568.7. The CEO updated on the Cowick and Snaith Flood Alleviation Scheme which the Board is pushing for, this is being looked at, he is working in the background to try and secure funding.
- 568.8. He went on to say that that they are still awaiting the Section 19 report from ERYC to be published.
- 568.9. Discussions ensued on the February flood events.
- 568.10. Flood prevention methods were discussed, Mr E Bayston suggested a door on the culvert under the M62 to stop water coming across from the South Side of the motorway.
- 568.11. The Chair commented that if work had not been undertaken to block the drains in the latest flood events, houses on Back Lane, East Cowick would have been flooded again.
- 568.12. The OTM commented that following the canal breach views had changed from trying to move water to the south to looking at stopping water coming from the South in the event of flooding.
- 568.13. The CEO questioned if the Board would want to pay for a permanent structure. He would suggest a structure that drop logs can be put into, otherwise the Board would be looking at a sluice or penstock which are considerable structures. The Board would be at risk if this caused flooding elsewhere.
- 568.14. Discussions took place on what the best option would be for the Board.
- 568.15. The Chair suggested waiting to decide until August, to see what work is carried out by the Canals & Rivers Trust.
- 568.16. Mr E Bayston asked if a sluice structure could be considered. OTM agreed to look into this [As part of capital programme].

#### **569. Maintenance Programme**

- 569.1. The OTM reported that there had been a slip on the Gorse East Drain, this is to be expected with what had occurred on the canal.
- 569.2. Also, minor slips on the Carr Drain, these may slip further once the ground starts to dry up.
- 569.3. Mr S Wood commented that a few slips have occurred on their land, The OTM will walk the watercourses and have a look at any problems. **Action OTM/Chair**
- 569.4. The Chair reported a roof leak at Lord Downes PS, the fall pipe and the gutter need looking at.

- 569.5. The CEO asked if it would be ok to get prices for a gantry to access the PS from the flood bank. Board Members agreed for prices to be obtained.
- 569.6. The OTM suggested funding maybe available from the Environment Agency for a gantry.
- 569.7. The OTM reported that from a programme perspective, all work carried out except on a few areas Colwill's had not been able to access.

**570. Update on Canal Failure**

- 570.1. The CEO did an electronic sketch showing the point of failure on the canal and to explain what had happened.
- 570.2. He added that the pump station is pumping round the clock to keep up.
- 570.3. He went on to explain how the CRT are going to look at the failure and fix the problem. This work could take several months to complete.
- 570.4. He added that the Board had offered its full support to the CRT.
- 570.5. Discussion ensued.

**571. Planning & Development Control**

- 571.1. The OTM reported he had seen the proposals for the Snaith developments, one is in the 1<sup>st</sup> phase and the other is in early stages of development. The developer had submitted substantial documents and calculations, so there is no area for objections.
- 571.2. The CEO informed that he is currently interviewing for a Development and Control Officer whose responsibility it will be to look at Planning Applications, this work is currently being done by the OTM on top of his daily duties.
- 571.3. Mr S Wood informed Board members that a copy of the draft Section 19 report can be requested from Andrew Percy. Cllr L Sargeantson added that this is now available in Draft form on ERYC website.
- 571.4. The Chair queried why the Gowdall PS was not in full operation throughout 2020.
- 571.5. The OTM explained one of the pumps is at capacity and the other is awaiting repair, to be fitted in approx. 4 weeks. He added that the repair was taking time as sourcing parts was impossible and were having to be made, where pump stations are coming to the end of their life off the shelf products are not available anymore.
- 571.6. Mr S Wood commented that there was a need for more up to date pumps.
- 571.7. The OTM explained that it was hard to secure funding for pumps but that the Board is pushing for funding towards refurbishment of pump stations.
- 571.8. Mr S Wood expressed the need for a temporary pump to sit permanently on the bank.



571.9. The OTM advised that a pump strategy group had now been set up which includes himself, the Fire Brigade and the Environment Agency, this group looks at deploying assets where they are needed. He added that assets are ring fenced for an area.

571.10. The Chair commented that the need for pump needs addressing.

571.11. The OTM is to speak to the Chair and Vice-Chair regarding maintenance. **ACTION OTM**

571.12. Mr T Bayston asked that regarding minute 549.4 it be noted he is happy for Andrew Percy to attend site visits and did not want the minute to be taken out of context.

**572. Date of Next Meeting**

Full Board Meetings

Tuesday 15th June 2021 at 1:00pm via Zoom

Tuesday 25th January 2022 at 1:00pm via Zoom

ADOC Consortium Committee

Friday 19<sup>th</sup> November 2021 at 9:30am via Zoom